

Northumberland County Council - JOB DESCRIPTION

Post Title: Senior Finance and Claims Officer		Director/Service/Sector: Economy & Regeneration Service Corporate Programme & External Funding Team		Office Use
Grade: Band 8		Workplace: County Hall		JD Ref 3624
Responsible to: Finance and Claims Manager		Date: 05.10.19 18.11.19 08.08.23	Manager Level: 3	
Job Purpose: Using autonomy to manage the project finance, claims and monitoring function for externally funded projects delivered and managed by the Economy and Regeneration Service. The postholder will oversee a team of 5 finance and claims officers, undertaking performance appraisals and providing training and support. The post holder will deputise for the Finance and Claims Manager.				
Resources	Staff	Direct Staff Management responsibility for 5 finance members of staff with the potential for the Team to increase		
	Finance	Will have responsibility for the budget management preparation and submission of claims for programmes managed by Economy & Regeneration with a value of £30m.		
	Physical			
	Clients	A wide variety of internal (cross departmental) and external clients (Advance Northumberland, businesses, public sector partners and VCS organisations) Significant interaction with DLUHC, DWP, NTCA and DEFRA officers and Local Action Groups.		
Duties and key result areas:				
<div>1. To supervise a team of finance and claims officers who are responsible for the budget management, preparation and submission of grant claims and monitoring returns in respect of externally funded projects and programmes.</div> <div>2. Develop and implement robust financial and monitoring systems for all externally funded programmes and projects managed by the Economy and Regeneration service.</div> <div>3. With a degree of autonomy take sole responsibility for the completion of project grant claims for specific projects</div> <div>4. Manage and co-ordinate Project Engagement and Monitoring Visits in respect of projects in receipt of external funding, ensuring that any actions are followed up.</div> <div>5. Manage the submission of project grant claims</div> <div>6. Undertake supervisory and review checks on project grant claims processed by staff within the team.</div> <div>7. Assist with the establishment, control, and monitoring of budget codes for projects within the Economy and Regeneration Service.</div> <div>8. Assist with the managing the budget setting, monitoring and year end closure for all project budgets.</div> <div>9. Identify & investigate budget discrepancies and bring to attention of senior managers and project managers along with solutions for remedial action.</div> <div>10. Act as finance lead at programme performance review meetings with External Funding Providers</div> <div>11. Attend strategic project steering groups to provide advice and guidance in relation to all project financial and compliance matters.</div> <div>12. Fully understand financial guidance instructions from external funding providers and interpret these into practical working systems.</div> <div>13. Act as the lead for the provision of advice, guidance and training in respect of grant claims and monitoring returns</div>				

14. Supervise the quarterly financial grant claim process, ensuring that all claims adhere to internal controls and meet funding providers requirements
15. Supervise the payments schedule for all grant claims and liaise with financial management to ensure that this has been actioned.
16. Manage and reconcile all “ring fenced funds” operated in respect of externally funded projects.
17. Act as the main point of contact in respect of external project claims matters within the Economy and Regeneration Service
18. Supervise the establishment and maintenance of files which meet with external funders audit requirements.
19. Act as principal liaison in respect of all project financial audits
20. Co-Ordinate the provision of project financial information for audit by external organisations.
21. Provide training and development support to Finance and Claims officers
22. Manage the work of the Programmes finance and claims team ensuring that staff development and appraisal requirements are undertaken, and appropriate objectives are set and monitored.
23. Deputise for the Finance and Claims Manager
24. Support the work of the Economy and Regeneration Service.

The duties and responsibilities highlighted in this Job Description are indicative and may vary over time. Post holders will be expected to undertake duties and responsibilities relevant to the nature, level and extend of the post and the grade has been established on this basis.

Work Arrangements

Transport requirements:	Will involve visits to projects off site.
Working patterns:	Flexible working arrangements with the need to work outside of normal working hours as required.
Working conditions:	Office Based

PERSON SPECIFICATION

Post Title: : Senior Finance & Claims Officer		Director/Service/Sector: Economy & Regeneration Service Corporate Programmes & External Funding Team	Ref:3624
Essential		Desirable	Assess by
Qualifications and Knowledge			
<ul style="list-style-type: none"> NVQ Level 4 in finance and/or administration with significant recent experience in a similar role AAT or equivalent qualification Extensive knowledge of grant management procedures within an accountable body setting. An understanding of regional and local regeneration procedures and policies Knowledge of compliance requirements for national grant/funding programmes An understanding of income, costs, and expenditure Excellent knowledge of financial administration procedures and systems within a public organisation 		Understanding of project application and approval procedures. Knowledge of Oracle E-Business	
Experience			
<ul style="list-style-type: none"> Significant Experience of external grant funding regulations and programmes. Significant Experience of budget management, control and variance reporting for Senior Management use Significant experience of grant claim procedures for large external funding programmes Significant experience in the development and implementation of project monitoring systems Experience of managing and monitoring dealing with project budgets Experience of project management software systems Experience of staff management and development 		Experience of NEOPs Experience in undertaking staff appraisals Knowledge of UKSPF, North of Tyne Combined Authority Investment Fund, Future High Street Funding, Town Deal and other Government funding streams.	
Skills and competencies			
<ul style="list-style-type: none"> Ability to organise work and identify priorities to meet tight deadlines. Management experience of staff and identified packages of work. Ability to work methodically, systematically to a high degree of accuracy Ability to analyse regulations and develop and implement systems which ensure compliance with these Excellent communication skills Numerate and skilled at analysing/reasoning with related statistics. Ability to partake in and promote a culture of team working to achieve the agreed objectives Effective IT skills and able to use IT to achieve work objectives. Able to apply own initiative to overcome operational problems. Dependable, reliable with a commitment to completing work on time. 		ECDL O365	



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<ul style="list-style-type: none">• Proactive and achievement orientated		
Physical, mental, emotional, and environmental demands		
<ul style="list-style-type: none">• Normally works from a seated position with some need to walk bend or carry items• Needs to maintain general awareness, with lengthy periods of enhanced concentration• Ability to deal with clients who can be in conflict with the Council		
Motivation		
<ul style="list-style-type: none">• Models and encourages high standards of honesty, integrity, openness, and respect for others.• Promotes and encourages a Partnership approach to working.• Proactive and achievement orientated• Works with little direct supervision.		
Other		

Key to assessment methods; (a) application form, (i) interview, (r) references, (t) ability tests (q) personality questionnaire (g) assessed group work, (p) presentation, (o) others e.g. case studies/visits